

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 14 November 2022

MINUTES

Present: Cllrs Sonia Barker, Wendy Brooks, Alan Green and Andy Pearce (Chair)

In attendance: Shona Bendix (Town Clerk), James Cox (Finance and Information Officer - FIO) and Taylor Williams (Committee Clerk)

107. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

108. Approval of apologies for absence

Apologies were received from Cllrs Page and Parker, both had provided reasons. Cllr Green proposed approval; seconded by Cllr Pearce; all in favour.

109. Declarations of Interests and dispensations

109.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda.

Cllr Barker declared interests in item 116.2. Cllr Pearce declared a registerable interest in item 114.1d as the Town Council representative on the Lowestoft South Pier Management Committee. Cllr Pearce declared interest in 116.2 and 116.3 due to membership with the Marina Theatre and the Town Hall Project board. Cllr Brooks declared interests in 115.1 as the Treasurer of Friends of Dip Farm. Cllr Pearce declared interest in 115.1 as Chair of the Gunton Resident's Association. Cllr Barker declared interest in item 112.6 as the Elm Tree Councillor.

109.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted.

None received.

110. To consider the draft minutes and appended confidential notes of the meetings on 10

October, 11 and 19 October 2022 – Cllr Barker proposed acceptance; seconded by Cllr Pearce; all in favour.

111. Public forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

It was suggested a zoom meeting be arranged with a representative of Racket Sport Academy in relation to item 114.2.

112. Budget and Loan:

112.1. To receive the draft minutes of the Budget and Loan Sub-Committee meetings on 10, 17 and 24 October, and 8 November 2022 – Draft minutes from 10 and 17 October were received.

112.2. To monitor the budget for 2022 – 2023, including delegated Committee and Sub-Committee budgets – It was confirmed this was discussed at Budget and Loan Sub-Committee.

112.3. To note any bank reconciliations – The FIO confirmed September was completed and October was ongoing. The FIO confirmed he will email Cllrs Pearce and Green for signing. It was requested to check the current status of the Council paying business rates to East Suffolk Council (ESC) on Links Road and Bowls Pavilion. It was requested staff obtain the explanation for the Council being charged and present it to Finance and Governance (F&G) who can then challenge it.

112.4. To receive the East Suffolk Council letter advising of the Council Tax base and precept demand information – It was confirmed the contents of the letter was subject to formal confirmation from the ESC cabinet meeting in December. The Town Clerk confirmed figures were being monitored and a draft budget and precept was on the agenda for November Full

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 14 November 2022

Council. It was suggested an additional Budget and Loan meeting be held to finalise the figures.

It was commented that November Full Council is too soon to provide a budget position as many figures are provisional. It was agreed December Full Council would be more feasible to present a completed budget, and if necessary to hold an extraordinary Full Council meeting in January to review the budget (it was noted this would need to be scheduled soon).

Cllr Pearce proposed F&G delegate responsibility to Budget and Loan as an F&G Sub-Committee to plan the update that goes forward to November Full Council; seconded by Cllr Brooks; all in favour.

- 112.5. To consider the budget allocation for further recruitment – Cllr Pearce proposed it is recommended to Full Council to delegate responsibility of recruitment to the Personnel Committee and for that be a standing delegation following any further appointments that were pre-approved by Full Council; seconded by Cllr Green; all in favour. It was decided budget allocation would be discussed in the confidential session.
- 112.6. To consider the budget allocation for the Rosedale Park and Bentley Drive play area refurbishments – Cllr Pearce proposed the full budget allocation for both refurbishments come from the CIL budget and reserve rather than the play area budget and reserve; seconded by Cllr Brooks; all in favour. The FIO confirmed Full Council approved the refurbishment and delegated the decision of the budget allocation to F&G Committee.
- 112.7. To consider an additional budget of £250 for the ‘Reclaim’ memorial event on 19 November – It was confirmed the additional budget was for the sound system. Cllr Pearce proposed approval; seconded by Cllr Brooks; all in favour.
- 112.8. To assess and consider the Town Hall capital funding requirements during 2023 – 2024, including project expenditure not covered by grant funding (confidential) – To be discussed in confidential session.

113. Payments and Receipts:

- 113.1. To note the income and expenditure reports for October 2022 and November 2022 to date, including payments made under delegated authority (see schedules) – It was noted the Poetry People group is grant funded, with funds from Heritage Activities. It was agreed the group needs to make different concepts for the poem.

Table 1 October and November Expenditure

3 October 2022	C&C Consulting	H&S Support	£49.50 + £9.90 VAT = £59.40
3 October 2022	SEFE Energy	Town Hall Gas	£59.45 + £2.97 VAT = £62.42
3 October 2022	East Suffolk Council	Links Road Car Park NNDR	£187
3 October 2022	East Suffolk Council	Sparrows Nest Bowl Pavilion NNDR	£110
3 October 2022	East Suffolk Council	Hamilton House NNDR	£948
3 October 2022	Paul Connew	Reimbursement	£243.64
3 October 2022	Jonny Hawes	Reimbursement	£65.14
4 October 2022	Wave Utilities	Town Hall Water	£40.73
4 October 2022	Gearhire Sound and Light	Full Council Amplification	£400 + £80 VAT = £480
4 October 2022	M Miles	Big Green Weekender Performance	£150
4 October 2022	B Davies	Big Green Weekender Performance	£150
5 October 2022	Land Registry	Land Registry Search	£3
5 October 2022	Suffolk Pension Fund	Pensions September 2022	£6,835.16
11 October 2022	Anglian Water	North Denes Water Charges	£950.79

Lowestoft Town Council

Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

15:00 on 14 November 2022

13 October 2022	The Play Inspection Company	Play Inspection Training and Registration	£2,390 + £258 VAT = £2,648
13 October 2022	Ben Sutton Timber	Oak post for Rosedale	£163 + £32.60 VAT = £195.60
13 October 2022	AJ Builders	Britten Green Matting, Benches and Repairs	£3,345 + £669 VAT = £4,014
13 October 2022	AJ Builders	Replace 8x steps at GELP	£1,120 + £224 VAT = £1,344
13 October 2022	NALC	Committee Clerk Advert	£100 + £20 VAT = £120
13 October 2022	Blachere Illumination UK Ltd	Christmas Light Installation and Switch on	£3,879 + £775.80 VAT = £4,654.80
13 October 2022	East Suffolk Council	Harbour & Normanston By Election April 2022	£15,239.02
13 October 2022	Odd Bods	Pakefield St PC Gutter Clear and Roof Cleaning	£945 + £189 VAT = £1,134
13 October 2022	Ecolab	Marina Theatre Avishock Service Q3	£510 + £102 VAT = £612
13 October 2022	East Point Business Services	Community Warden Room Air Conditioning	£3,570.60 + £714.12 VAT = £4,284.72
14 October 2022	Anglian Water	Denes Oval Water Charges	£900.43 + £180.09 VAT = £1,080.52
14 October 2022	East Suffolk Norse	Partnership Charge October 2022	£38,268 + £7,653.60 VAT = £45,921.60
17 October 2022	C&C Consulting	Health and Safety Support	£779.10 + £155.82 VAT = £934.92
17 October 2022	Lloyds Bank	Credit Card Charges	£1,119.36
18 October 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
19 October 2022	Sword and Trowel Ltd	Payslips Q2	£118.50 + £23.70 VAT = £142.20
19 October 2022	Seletar Signs	Health and Safety Signage	£80 + £16 VAT = £96
19 October 2022	Access Community Trust	Sunrise Studios Grant	£1,840
19 October 2022	Suffolk Association of Local Councils	SALC Training	£26 + £5.20 VAT = £31.20
19 October 2022	Northumbrian Water	Legionella Checks September 2022	£593.97 + £118.79 VAT = £712.76
19 October 2022	HMRC	HMRC September 2022	£6,962.34
19 October 2022	Ricoh UK Ltd	Printing Charges	£205.07 + £41.01 VAT = £246.08
19 October 2022	Lauren Elliott	Parking Reimbursement	£15.12 + £2.68 VAT = £17.80
20 October 2022	NPower	Triangle Market Electric	£191.58 + £9.58 VAT = £201.16
21 October 2022	SALARIES	Salaries October 2022	£15,998.99
21 October 2022	NPower Ltd	Kensing Gardens Electric Sept	£98.19
21 October 2022	NPower Ltd	Low Cemetery PC Electric Sept	£116.93
21 October 2022	NPower Ltd	Kensing Gardens Electric Sept	£118.70
21 October 2022	NPower Ltd	Normanston Park Electric Sept	£122.55
21 October 2022	NPower Ltd	Denes Oval Electric Sept	£498.02
21 October 2022	NPower Ltd	Pakefield St PC Electric Sept	£113.80
21 October 2022	NPower Ltd	SN Electric September 2022	£1,951.01
24 October 2022	British Gas	WH Gas 19/12/21 to 27/5/22	£122.10
25 October 2022	HMRC	Land Registry Search	£3.00

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 14 November 2022

27 October 2022	Harriet Foster	TH Evaluation of Activity Plan	£830.00
27 October 2022	Lowestoft Studio Ceramics	Activities Re Low Porcelain	£1,100.00
27 October 2022	Paperworks (Books and Prints)	Virtual Town Hall Development	£1,015.00
27 October 2022	Liz Ballard	TH Heritage Engagement Aug	£2,153.00
27 October 2022	Liz Ballard	TH Heritage Engagement Sep	£2,542.00
27 October 2022	Chris Meek	Low Jo Reimbursement	£14.65
27 October 2022	Zoe Sprake	Lowestoft Porcelain Ram	£940.00
27 October 2022	Caloo Ltd	Credit for Heras Fencing	£48,361.20
27 October 2022	Waveney Norse Limited	Partnership Charge Nov 22	£45,885.60
27 October 2022	MossKing Associates Ltd	TH Heritage Project Sept 22	£1,830.00
27 October 2022	Abrehart Ecology Ltd	TH Ecological Survey	£1,168.32
27 October 2022	SJ Geomatics Ltd	TH CAD works merge elevations	£300.00
27 October 2022	MossKing Associates Ltd	TH Development Project Sept 22	£2,916.00
27 October 2022	Screwfix	R&M Supplies	£663.43
28 October 2022	Eon Energy	WH Electric Jul - Oct 22	£30.80
28 October 2022	C&C Consulting Services Ltd	H&S Support Mileage	£61.02
28 October 2022	Essex and Suffolk Water	Normanston Water 7/4/22 - 3/10	£484.12
31 October 2022	Gazprom Energy	Town Hall Standing Charge	£60.41
1 November 2022	East Suffolk Council	Links Road Car Park NNDR	£187.00
1 November 2022	East Suffolk Council	Sparrows Nest Bowl Club NNDR	£110.00
1 November 2022	East Suffolk Council	Hamilton House NNDR	£948.00
1 November 2022	HMRC	Land Registry Search	£3.00
1 November 2022	Sarah Foote	Reimbursement for Book Vouchers for Black History Month	£450.00
2 November 2022	SALC	Councillor Training	£26.00 + £5.20 VAT = £31.20
2 November 2022	Lowestoft Signing Choir	Event Performance	£75.00
2 November 2022	J Parkers	Bulbs for Various Parks	£2,145.38 + £424.88 VAT = £2,570.26
2 November 2022	East Suffolk Council	Remembrance Day Application Fee	£28.00
2 November 2022	Wave	Water Charges	£1,111.65
3 November 2022	Suffolk Pension Fund	Pensions October 2022	£6,641.79
4 November 2022	Lauren Elliott	Reimbursement for Parking	£12.00
4 November 2022	Paul Connew	Reimbursement	£57.90
4 November 2022	Nicholsons Solicitors	Marina Legal Advice	£337.50 + £67.50 VAT = £405.00
4 November 2022	Nicholsons Solicitors	Denes Oval Legal Advice	£431.90 + £86.38 VAT = £518.28
4 November 2022	Nicholsons Solicitors	Hamilton Road Legal Advice	£486.20 + £97.24 VAT = £583.44
4 November 2022	Nicholsons Solicitors	Hamilton House Legal Advice	£88.40 + £17.68 VAT = £106.08
4 November 2022	Nicholsons Solicitors	Normanston Legal Advice	£40.80 + £8.16 VAT = £48.96
4 November 2022	Nicholsons Solicitors	Town Hall and Allotment Legal Advice	£20.40 + £4.08 VAT = £24.48

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 14 November 2022

4 November 2022	Nicholsons Solicitors	High Street Land Legal Advice	£88.40 + £17.68 VAT = £106.08
4 November 2022	Nicholsons Solicitors	General Legal Advice	£445.00 + £89.00 VAT = £534.00
4 November 2022	Nicholsons Solicitors	Norse Legal Advice	£2,585.70 + £517.14 VAT = £3,102.84
4 November 2022	Carl Matthews	HOD Film	£105.00
4 November 2022	Claranet	Website Hosting	£59.66 + £11.93 VAT = £71.59
4 November 2022	Clear View Surveys	Town Hall Survey	£3,075.00 + £615.00 VAT = £3,690.00
4 November 2022	CJ Wright	Town Hall YMCA Design Project	£300.00
4 November 2022	Anglian Print	Town Hall 4x Roller Banners	£198.00 + £39.60 VAT = £237.60
4 November 2022	Anglian Print	Town Hall Leaflets	£120.00 + £8.00 VAT = £128.00
4 November 2022	Gearhire Sound and Lighting	Full Council Amplification	£400.00 + £80.00 VAT = £480.00
4 November 2022	AJ Builders	Sparrows Nest Entrance Repairs	£4,650.00 + £930.00 VAT = £5,580.00
4 November 2022	AJ Builders	Rosedale Park Repairs	£185.00 + £37.00 VAT = £222.00
4 November 2022	Jonny Hawes	Equipment Reimbursement	£43.55
4 November 2022	Screwfix	Equipment	£292.21
7 November 2022	Fuel Card	Fuel Charges	£57.60
7 November 2022	Anglian Water	Water Charges	£980.89

Table 2 October and November Receipts

Date	Received from	Description	Amount
3 October 2022	Tenant	Rental Income from Tenant	£213.16
6 October 2022	R Young	Whitton Hall Hire	£42
10 October 2022	HOD Steering Group	HOD Grant Return	£614.06
17 October 2022	Mr Davies	Memorial Bench and Rose Bush	£2,405
21 October 2022	East Suffolk Council	CIL second instalment	£1,691.73
31 October 2022	Tenant	Rental Income from Tenant	£213.16
3 November 2022	Anglian Water	Use of Links Road Car Park	£2,100.00
4 November 2022	Tenant	Rental Income from Tenant	£775.00

113.2. To consider any payments for approval (see schedule) – The £125 for poppy wreaths out of the Remembrance budget was considered and Cllr Pearce proposed approval of payment; seconded by Cllr Barker; all in favour.

The £10,080 deposit for the installation of flood lights to Denes Oval tennis courts was considered. Cllr Pearce proposed approval of payment and requested Full Council to give delegation to staff in conjunction with members of this Committee to review and authorise any further contractual payments, provided the payments are within the agreed scope of works and budget; seconded by Cllr Brooks; all in favour.

114. Grants

114.1. To note receipt of the following grant applications and consider whether they require urgent consideration:

114.1a. Ormiston Denes Academy for £2,000 – It was noted the funding was requested for

Lowestoft Town Council

Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

15:00 on 14 November 2022

March and it is for a school garden. It was requested to check who the application was from, it was suggested it was the project manager, and not the school.

Cllr Pearce proposed to support the grant and have it considered in the next Quarterly Grant review meeting in December, in the interim it was delegated to staff in conjunction with members of the Committee to liaise with the school, ascertain who the applicant was and if needed have the application resubmitted by the PTA, and make a decision once that information is established. Seconded by Cllr Brooks; all in favour.

114.1b. Leading Lives for £1,500 – It was noted the funding was requested to bring artists into the sensory garden. Cllr Brooks proposed to accept and ask staff to check when money is needed; seconded by Cllr Pearce; all in favour.

114.1c. Hope for Tomorrow for £2,000 – It was noted the funding was requested to be received as soon as possible. It was noted the applicants declared they do not receive government funding to build or maintain their unit, but it was requested the Town Clerk check with their advisors that this would not be an issue. Cllr Green proposed acceptance, with the checks completed by the Town Clerk; seconded by Cllr Barker; all in favour.

114.1d. South Pier Lowestoft for £2,645.44 – It was noted the applicants requested a year's funding before a long term sponsor is sorted. It was decided this item would be returned to in December.

114.1e. Beresford Road Evangelical Church coffee drop-in – It was noted the £2,000 funding was requested to be received as soon as possible and that the projected started in March 2022. Cllr Barker declared an interest as a regular attendee at church. Cllr Pearce proposed to gather more information on how the requested money would be used, if the existing grant money was for a separate project and how that was used and how long they would expect £2,000 to last for the project. When the information is received it would be evaluated and decided on by the staff and Committee members outside of the next scheduled F&G meeting. Seconded by Cllr Barker; all in favour.

Break taken 16:11

Meeting resumed 16:22

114.2. To consider the Lawn Tennis Association's Grant Funding Agreement and the need for an Operating Model for the tennis courts (some aspects may be confidential) – It was confirmed the operating model would be discussed in a separate zoom meeting so no decisions would be made. The Grant Funding Agreement was discussed in confidential session.

115. Standing Orders and Policies

115.1. To receive any recommendations from the Standing Orders and Policies Sub-Committee regarding the following:

115.1a. Standing Orders – To be addressed in the rescheduled Standing Orders and Policies Sub-Committee meeting.

115.1b. Environmental Policy – It was confirmed there were no issues or amendments. Cllr Pearce proposed recommendation to Full Council for adoption; seconded by Cllr Brooks; all in favour.

115.1c. Equality and Diversity – It was suggested there be a system to moderate issues, such as a forum or role created within the Council to support councillors. The Town Clerk confirmed the Personnel Committee could allocate councillors to have training as mental health first aiders. Cllr Barker requested this be on December Personnel agenda. Cllr Brooks proposed recommendation to Full Council for adoption, subject to possible modifications; seconded by Cllr Barker; all in favour.

115.1d. Financial Regulations (procurement threshold changes) – Cllr Pearce proposed recommendation to Full Council for adoption, subject to the agreed procurement

Lowestoft Town Council

Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

15:00 on 14 November 2022

threshold changes being incorporated and reviewed in 12 months; seconded by Cllr Barker; all in favour.

- 115.1e. Freedom of Information Publication Scheme and additional information – Cllr Pearce proposed recommendation to Full Council for adoption; seconded by Cllr Brooks; all in favour.
- 115.1f. Friends Groups Policy – Cllr Pearce requested the agreement of logistical and administration support provided to new and existing Friends Groups be incorporated in the policy. It was agreed to have the policy amended, with the agreement of the Town Council and individual Groups, for Friends Groups to not be required to have Council representatives as members. Cllr Brooks proposed recommendation to Full Council for adoption, subject to requested amendments; seconded by Cllr Pearce; all in favour.
- 115.1g. Health and Safety Policy – It was requested staff updated the policy to reflect the engagement with the Health and Safety Consultant. Cllr Pearce proposed, subject to requested amendments, recommendation to Full Council for adoption; seconded by Cllr Barker; all in favour.
- 115.1h. IT policy - To be addressed in the rescheduled Standing Orders and Policies Sub-Committee meeting.
- 115.1i. Ponds Policy – It was requested staff amended wording such as ‘man-made’ to ‘artificial’. It was suggested the introduction could highlight the importance of the ponds as an eco-system. Cllr Pearce suggested the name be amended to ‘Ponds and Waterways Policy’. Cllr Brooks proposed recommendation to Full Council for adoption, subject to requested amendments; seconded by Cllr Pearce; all in favour.
- 115.1j. Public Participation Protocol and Public Participation Protocol (Video meetings) – Cllr Brooks proposed recommendation to Full Council for adoption; seconded by Cllr Pearce; all in favour.
- 115.1k. Reporting Procedure for Assets and Maintenance – Cllr Pearce proposed recommendation to Full Council for adoption, subject to various aspects being revised with decisions made on the grounds maintenance contract and as new staff are integrated; seconded by Cllr Brooks; all in favour.

116. Other financial and governance matters, including:

- 116.1. To note the revised the salary scales and backdated application to 1 April 2022, and to consider the additional day of annual leave from 1 April 2023 (some aspects may be confidential) – The staff declared an interest. Cllr Pearce proposed recommendation to Full Council with the additional annual leave also applied to all staff; seconded by Cllr Barker; all in favour.
- 116.2. To receive an update on VAT advice for the Marina Theatre and Town Hall projects – It was confirmed the advisor needed to provide feedback in order to progress both projects. Cllr Pearce proposed, subject to received advice, a delegation to the Town Clerk, in consultation with the Mayor, Chair of F&G, the Project Manager for Town Hall and the Marina Theatre, alongside other members of F&G Committee, to hold meetings and consider how to progress and make recommendations to Full Council. Seconded by Cllr Green; all in favour. It was requested that the VAT advisor is informed about concerns related to the Marina that this decision has an effect on the feasibility study as the consultant conducting the study needs to know what money is available for direct investment in the Marina Theatre.
- 116.3. To consider the draft Terms of Reference for the Marina Theatre Quarterly Management Meetings – To be discussed in confidential session.
- 116.4. To consider the Marina Theatre’s list of priorities and costs – To be discussed in confidential session.
- 116.5. To receive an update on location of registers for RNPS memorial in Belle Vue Park (some aspects may be confidential) – To be discussed in confidential session.

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 14 November 2022

117. To consider lease and licence arrangements for the following (some aspects may be confidential):

- 117.1. Royal Naval Patrol Service Association Museum
- 117.2. Martello and Giardino
- 117.3. Moviemakers Theatre – To be discussed in confidential session.
- 117.4. Maritime Museum
- 117.5. Gunton Estate Residents’ Meeting Hall
- 117.6. Tenancy agreement for property situated on Town Council land – To be discussed in confidential session.

Cllr Pearce proposed items 117.3 and 117.6 are discussed in confidential session and the rest are deferred to the December meeting; seconded by Cllr Green; all in favour.

Cllr Green proposed suspended standing orders, with a further 20 minutes maximum; seconded by Cllr Brooks; all in favour.

118. Date of the next meeting

12 December 2022 15:00

119. Items for the next agenda and close

Cllr Pearce requested items be emailed in.

120. Resolution to close the meeting to the public:

- 120.1. Any legal matters, including those above as required

Cllr Green proposed the meeting be taken into confidential session; seconded by Cllr Pearce; all in favour

The Chair closed the meeting to the public and moved to confidential session at 17:08

112.8 To assess and consider the Town Hall capital funding requirements during 2023 – 2024, including project expenditure not covered by grant funding (confidential) – It was suggested the item be addressed at the next Budget and Loan Sub-Committee meeting with the Town Hall Project Manager in attendance.

114.2 To consider the Lawn Tennis Association’s Grant Funding Agreement and the need for an Operating Model for the tennis courts (some aspects may be confidential) – Cllr Pearce proposed a meeting be arranged to discuss the operating model and the draft grant funding agreement be recirculate and agreed by F&G for recommendation to Full Council; seconded by Cllr Brooks; all in favour.

116.1 To note the revised the salary scales and backdated application to 1 April 2022, and to consider the additional day of annual leave from 1 April 2023 (some aspects may be confidential) –

The allocation of staff budget was discussed. Cllr Pearce proposed, for the remainder of 2022-23, the allocation of the additional events responsibilities comes from the staffing budget, and if that is exhausted then the staffing reserves, and from next year the allocation is factored into the budget and precepted; seconded by Cllr Barker; all in favour.

Cllr Pearce proposed a recommendation to Full Council for the recruitment of the apprentices, with arrangements delegated to the Town Clerk in consultation with the Personnel Committee, and then delegate to F&G in December to incorporate the budget allocation in the context of decisions made on grounds maintenance next year; seconded by Cllr Barker; all in favour.

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 14 November 2022

17:34 Cllr Pearce proposed extra 10 minutes; seconded by Cllr Brooks; all in favour.

116.3 To consider the draft Terms of Reference for the Marina Theatre Quarterly Management Meetings – Cllr Pearce proposed a zoom meeting is convened to agree on F&G’s position on the draft terms of reference and make a recommendation to Full Council in December. Seconded by Cllr Green; all in favour.

116.4 To consider the Marina Theatre’s list of priorities and costs – It was agreed a separate meeting was required with the Marina Theatre to review.

116.5 To receive an update on location of registers for RNPS memorial in Belle Vue Park (some aspects may be confidential) – It was requested enquiries be made about the registers at the different locations and bring the information to December F&G.

117.3 Moviemakers Theatre – It was confirmed there was no lease arrangement.

117.6 Tenancy agreement for property situated on Town Council land - It was confirmed there was an arrangement for the property.

The Chair closed the meeting at 17:51

Signed:
12 December 2022